

At a meeting of the Public Service Authority Board of Directors held on Tuesday, September 12, 2023, at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following Board members were present: Mr. Dennis Setliff; Mr. Eddie Hale; Mrs. Nancy Burchett, Chair and Mrs. Ashley Coake, Vice Chair and Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director; Tracy Belcher, Assistant Finance Director; Debra Boyd, Accounts Payable/Collections Coordinator and Ashley Edmonds, Clerk to the Board.

### 1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9 a.m.

#### A. Confirmation of A Quorum

Five (5) Board members were present.

### 2. Presentations and Citizens Comments

#### A. Presentations and Citizens Comments

Mr. Richard Chumbley, 2780 Wysor Road, Draper, commended the Public Service Authority on their recent hydrant flushing efforts.

### 3. Public Hearing

#### A. FY 2023-2024 Budget Amendment

Mrs. Newby reviewed the FY 2023-2024 Budget Adjustment which is comprised of \$1,175,140.32 in a transfer from capital reserves and \$3,805,971.07 as the remaining balance of all projects for a total of \$4,981,111.39. Mrs. Newby also stated the Public Hearing had been properly advertised in the local newspapers.

Mrs. Burchett opened the Public Hearing. There were no comments. Mrs. Burchett closed the Public Hearing. There were no comments or questions from Board members.

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board approved Budget Adjustment PSA Capital Fund #2024-01: \$1,175,140.32 and Budget Adjustment PSA Capital Fund #2024-02: \$3,805,971.07 for a total of \$4,981,111.39.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

#### 4. Executive Session

##### A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 8. of the 1950 Code of Virginia, as amended, to discuss with staff on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director and Mr. Jonathan Sweet, County Administrator)

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

Legal Matters: Pursuant to Virginia Code Section 2.2-3711(A) 8 discussion of legal matters regarding specific legal matters requiring the provision of legal advice.

- Legal Matters

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson, Mrs. Coake.  
Voting No: None.

##### B. Return to Open Session

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Public Service Authority Board of Directors returned to Open Session.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson, Mrs. Coake.  
Voting No: None.

### C. Certification of Executive Session

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Public Service Authority Board of Directors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Public Service Authority Board of Directors has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with provision of the Virginia Freedom of Act.

WHEREAS, Section 2.2-3371(A) of the Code of Virginia requires a certification by the Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Public Service Board of Directors hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution files applies; and (ii) only such business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Public Service Authority Board.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson, Mrs. Coake.  
Voting No: None.

## 5. Approval of the Agenda

### A. Additions or Changes to the Agenda

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted the agenda as presented.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

## 6. Financial Matters

### A. Financial Report

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the Financial Report as presented.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

### B. Collections Update

Mrs. Boyd reported on ongoing collection efforts with payment arrangements.

## 7. Action Items (New Business)

### A. None

There were no Action Items (New Business).

## 8. Action Items (Old Business)

### A. None

There were no Action Items (Old Business).

## 9. Reports from Executive Director and Staff

### A. Operational Reports: Convenience Center and County Landfill Tonnage, Inmate Availability and Cut -Off List

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of August were reviewed by the Board.

### B. FSA Activity Report

The August Fairlawn Sewer Authority (FSA) Activity Report was reviewed by the Board.

C. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Covered Water Meter Ordinance

No report given.

B. Draper Area Wythe County Sewer/PSA Connection

No report given.

C. Water Meter Replacement

No report given.

D. Water Master Plan

No report given.

E. Facilities for Refuse Employees

No report given.

F. Draper/Claytor Lake Convenience Center

No report given.

G. Brookmont Water System Disinfection By-Products

No report given.

H. Improvements to Fairlawn Convenience Center

Mr. Swanson inquired about when gates will be installed.

## I. Community Water Projects

Mr. Linkous described the next steps in the process: notification placed in local newspaper concerning the environmental process, sign engineering contracts, and audit with VDOT. Mrs. Burchett requested communication be sent at the first of the year to updated affected residents.

## J. Certification of Fire Hydrant Flow and Corresponding Paint Color Array

Mr. Linkous advised PSA staff were three (3) weeks into the hydrant flushing process.

## K. Write Off Standard Operating Procedures

No report given.

## L. Site for Snowville Convenience Center

No report given.

## M. Recycling

Staff to draft item for upcoming newsletter.

## 10. Other Matters from the Directors

### A. Updates Requested by Board Members

Mrs. Burchett requested an update on the Pulaski County Middle School sewer. She also requested the addition of the number of new, active customers be added to the Operational Report (information to include number of residential and customer accounts and by service type, i.e., water, sewer, refuse).

## 11. Items of Consent

On a motion by Mr. Coake, second by Mr. Setliff and carried, the Board reviewed and approved the following items of consent (A.- F.):

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

A. Minutes of August 8, 2023, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the August 8, 2023, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no additional Budget Adjustments.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 48413-48504.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of August 2023, the electronic version of which is filed in the September 12, 2023, BoardDocs agenda.

12. Informational Items

A. None

There were no Informational Items presented.

13. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board adjourned their September 12, 2023, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson. Voting No: None.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, October 10, 2023, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
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Nancy M. Burchett, Chair

  
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Dennis L. Setliff, Secretary